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STANDARDIZED

Government Travel Regulations

As Amended
January 30, 1942



(Approved by the President)

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STANDARDIZED GOVERNMENT TRAVEL REGULATIONS, AS AMENDED

The following regulations are issued for the guidance of civilian officials and employees of the several executive departments and independent establishments, including their field services, except the Postal Service, while traveling on official business for the Government, except where specific laws provide otherwise. The head of each department, establishment, and agency shall make requisition upon the Public Printer for such supply of these regulations as may be necessary to meet their requirements.

GENERAL

1. *Funds for traveling expenses.*—Employees traveling on official business will provide themselves with sufficient funds for all current expenses, and are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. *Reimbursable expenses.*—Traveling expenses which will be reimbursed are confined to those expenses essential to the transacting of the official business.

3. *Official station—post of duty.*—Designated post of duty and official station mean one and the same, the limits of which will be the corporate limits of the city or town in which the officer or employee is stationed, but if not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite

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boundaries within which the designated post of duty is located, but in no case shall a place within 2 miles of a traveler's office or living quarters be considered as away from his post of duty.

4. *Leave of absence.*—Absence from duty station or duty status is chargeable as leave of absence. When leave of absence of any kind is taken while in a travel status (including Sundays and holidays), the exact hour of departure from and of return to duty station or duty status must be shown in the expense account. (See pars. 20, 45 (a), 48, 49, 58, 69 (a), 87.)

I. AUTHORITY FOR TRAVEL

5. *Form of authority.*—All travel shall be either authorized or approved in writing by the head of the department or independent establishment, or by an official to whom such authority has been properly delegated. (See par. 7.)

6. *Prior authority.*—Except as provided in paragraph 7 following, the authority shall be issued prior to the incurrence of the expenses, and shall specify the travel to be performed as definitely as circumstances will permit.

7. *Approval.*—Whenever travel has been performed and expense incurred on account of an emergency, or without prior authority, the travel voucher must be approved by the head of the department or independent establishment, or by an official designated by him for this purpose, and such approval shall constitute the authority for the travel. All vouchers submitted on account of such travel must contain a satisfactory statement of the facts constituting the necessity therefor.

II. TRANSPORTATION

8. *Definition.*—Transportation includes all necessary official travel on railroads, air lines, steamboats, street-cars, taxicabs, and other usual means of conveyance.

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Transportation may include fares and such expenses incident to transportation as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs and steamer rugs at customary rates actually charged; staterooms on steamers—not to exceed \$2 or the next higher available first-class rate when it is in excess of that amount. (See par. 29.) All fees and tips are payable from the per diem in lieu of subsistence. (See par. 44.)

(a) The usual taxicab fares from station, wharf, or other terminal to either place of abode or place of business, and from either place of abode or place of business to station, wharf, or other terminal will be allowed. (See par. 11.)

(b) Where the nature and location of the work where temporarily stationed are such that meals and lodging cannot be procured there, and the daily travel required to procure subsistence at the nearest available place is not such as made by the public generally for that purpose, nor performed for the personal convenience of the traveler, the expense thereof will be considered as necessary transportation not incidental to subsistence. A full statement of the necessity for such daily travel should accompany the expense account.

(c) *Foreign currency.*—Commissions for conversion of currency in foreign countries may be allowed. (See pars. 90, 91.)

(d) *Exchange fees.*—Charges covering exchange fees for cashing United States Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries may be allowed. (See par. 91.) (Exchange fees incurred in cashing checks or drafts issued in payment of salary will not be allowed in travel expense accounts.)

9. *Routing of travel.*—All travel must be by the most economical usually traveled route. Travel by other routes may be allowed when the official necessity

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therefor is satisfactorily established. (See pars. 15, 16, 87.)

10. *Indirect-route travel.*—In case a person travels by an indirect route for his own personal convenience, the extra expense will be borne by himself and reimbursement for expenses will be based only on such charges as were actually incurred, not to exceed what would have been incurred by the most economical usually traveled route. (See pars. 27, 49.)

11. *Special conveyances.*—The hire of boat, automobile, aircraft, livery, or other special conveyance will be allowed only when no public or regular means of transportation are available or when such regular means of transportation cannot be used advantageously in the interest of the Government, in which case a satisfactory explanation must accompany the account, (See par. 83 (e).)

(a) If the hire of a special conveyance includes payment by the traveler of the incidental expenses of gasoline or oil, feeding and stabling horses, rent of garage, hangar, or boathouse, subsistence of operator, ferriage, tolls, etc., the same should be first paid, if practicable, by the person furnishing the accommodation, or his operator, and itemized in the bill.

(b) Where two or more employees travel together by means of such special conveyance, that fact, together with the names of those accompanying him, must be stated by each traveler in his travel voucher.

(c) Charges for the hire of a conveyance of another Government employee, of a member of the traveler's family, or a member of the family of another Government employee, will not be allowed in the absence of a satisfactory showing that the conveyance was not so procured because of such personal or official relationship; that it was impracticable to otherwise procure, and that the member of the family so furnishing was not dependent upon the traveler for support. The material facts should be reported in the account.

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12. *Use of privately owned conveyance—Actual-expense basis.*—When an officer or employee travels on official business away from his designated post of duty or official station he may be authorized to use a privately owned conveyance on an actual-expense basis, as distinguished from a mileage basis under paragraph 12 (a), provided that the aggregate of allowable expenses, plus increased subsistence expenses, if any, through increased travel time, or less subsistence savings, if any, through reduced travel time, as the case may be, does not exceed the cost of transportation available by common carrier, and such mode of travel has been previously authorized by the head of the department or independent establishment or by an official to whom such authority has been properly delegated. For such travel on an actual-expense basis the officer or employee will be entitled to reimbursement of the cost of gasoline, oil, and feed of horses, and in addition thereto garage or hangar rent and stabling of horses, while officially detained en route, and bridge, ferry, and other tolls. For the purpose of determining the amount of increased subsistence expenses, or subsistence savings for a given period of time, the per diem rate of subsistence named in the travel order will be used. (See pars. 5-7.) Charges for repairs, depreciation, replacements, grease, alcohol, flushing crank cases, towage, and like speculative expenses will not be allowed; nor for the use of a privately owned conveyance (other than actual expense thereof as above authorized). The number of additional passengers, if any, and the ages of minor children should be stated in the travel voucher. Exemption from payment of tax on gasoline in States providing such exemption must invariably be claimed. The standard Federal forms should be used for that purpose. When exemption is refused receipts must be obtained in duplicate. (See also par. 83 (e).)

(a) *Mileage basis.*—Mileage in lieu of actual expenses of transportation under paragraph 12, regard-

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less of subsistence status and hours of travel, may be allowed a civilian officer or employee traveling by a privately owned motorcycle or automobile on official business away from his designated post of duty or official station as defined in paragraph 3, at rates not exceeding 2 cents per mile for motorcycles and 5 cents per mile for automobiles, provided such mode of travel and the rate per mile have been previously authorized by the head of the department or independent establishment or by an official to whom such authority has been properly delegated and payment on the mileage basis is more economical and advantageous to the United States. In determining whether motor travel on a mileage basis is more economical and advantageous to the United States and in fixing the rate per mile, consideration will first be given to the advantage resulting from the more expeditious transaction of public business, as well as to other advantages and/or disadvantages to the United States in the particular case, and if such motor travel be determined to be more advantageous, consideration will then be given to the economy of mileage cost at the mileage rate to be determined as compared with the cost of travel by common carrier or other usual mode of transportation, plus additional subsistence per diem, if any, through increased travel time, or less subsistence savings, if any, through reduced travel time, as the case may be. For the purpose of determining the amount of increased subsistence allowance or subsistence savings for a given period of time, the per diem rate of subsistence named in the travel order will be used. Mileage for use of privately owned motorcycle or automobile must be computed beginning and ending at limits of the areas prescribed in paragraph 3, as mileage for use of privately owned motorcycle or automobile will not be allowed for travel within post of duty as defined in said paragraph. When by general order officers and employees engaged in necessary travel on official business, away from their designated post of

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duty or official station, are authorized to use privately owned motorcycles or automobiles, at not to exceed certain rates of mileage within their respective limited territories whenever the cost thereof is more economical and advantageous to the United States, there must be attached to the vouchers covering payment of such mileage a statement of fact showing that the use of the motorcycle or automobile and the payment on a mileage basis were more advantageous and economical to the United States. (See pars. 3, 5-7, 83 (c).) (Gasoline-tax exemption must not be claimed when traveling on mileage basis.)

13. *Accommodations on trains and steamers.*—The following accommodations will be allowed on trains and steamers (see par. 57):

(a) One standard lower berth for each person and lowest rate first-class stateroom accommodations on steamers when same is not included in cost of passage ticket. If the accommodations are shared by the traveler, the fact should be stated in the expense account and he may be reimbursed only his proportionate share of the costs. (See pars. 13 (d), 95.)

(b) One seat in a sleeping, parlor, or chair car, when journey is more than 25 miles. If journey is less than 25 miles the necessity for the seat must be shown.

(c) Through sleeping-car accommodations should be obtained in all cases where more economical to the Government, when practicable. Where a change of sleeping car en route is necessary, the traveler should secure the usual transfer check from the sleeping-car conductor, for exchange at the ticket office for accommodations beyond the point where change is made. (See par. 28.)

(d) Accommodations on steamers should be applied for at the earliest practicable moment after receipt of the travel order. Any additional cost resulting from

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unnecessary delay in securing such accommodations shall be borne by the traveler. (See pars. 57, 95.)

14. *Unused sleeping- or parlor-car accommodations.*—When a traveler finds that he will not use sleeping- or parlor-car accommodations which have been reserved for him, he must release them immediately.

15. *Extra-fare trains.*—Travel on extra-fare trains may be authorized or approved by the head of any department, establishment, or agency, or by any of their designated subordinates in cases where (a) the cost thereof, taking into consideration salary and subsistence savings, is not in excess of travel by regular-fare trains, or (b) in emergencies where necessary for saving life or property. When the cost of transportation by extra-fare trains is in excess of the cost of travel by regular-fare trains, taking into consideration salary and subsistence savings, and there is no existing emergency involving the loss of life or property, transportation by extra-fare trains must be specifically authorized or approved in each case by the head of the executive department, establishment, or agency concerned, or by such a responsible officer of the department, establishment, or agency concerned as the head thereof may designate for that purpose. (See par. 37.)

16. *Special tickets.*—Through tickets, excursion tickets, reduced rate round-trip or party tickets should be secured whenever practicable and economical. (See pars. 9, 49.)

III. TRANSPORTATION REQUESTS

17. *Definition.*—A transportation request is an order by proper authority upon the prescribed standard form for specified passenger, sleeping-car, parlor-car, state-room, or other commonly recognized transportation accommodations, including established autobus, stage-coach, or air lines, for presentation by persons traveling on official business to transportation companies in the United States and steamship lines having ports

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within the United States for exchange by them for such accommodations.

18. *Payment of charges on transportation requests.*—All charges for service obtained on Government transportation requests will be paid only on bills to be rendered by the carrier to the department or independent establishment for which the travel was performed.

19. *By whom issued.*—Transportation requests will be furnished by competent administrative authority for the use of persons traveling on official business, and validated by the issuing officer.

20. *Used for all official travel.*—Transportation requests should be used, when practicable, to obtain all official transportation where the amount involved is \$1 or more, but should not be issued to companies other than transportation lines commonly recognized as such. Transportation requests must not be used for personal travel. (See par. 4.)

21. *Preparation of.*—Travelers should carefully read the instructions on the back of the request (original and memorandum) and on inside cover of transportation request book. Transportation requests must be filled in with typewriter, pen, or indelible pencil. The date, place at which request is issued, the name of the carrier or company on which drawn, point of departure, destination, complete route, showing initials of carriers, and junction points when necessary, class of ticket, whether first-class, limited, round trip, party, or other special class, must be inserted. When sleeping-car accommodations are desired, standard or tourist upper or lower berth must be indicated in the block provided therefor on the request. All unused blocks shall be canceled by drawing a line through them. The request must be receipted by the person in whose favor it is drawn, and indicate his official designation.

22. *Identification of traveler.*—If requested the traveler will identify himself to the ticket agent as the person in whose favor the transportation request is

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issued, by presenting an official card provided for that purpose or other proper Government credentials. In case of the refusal of the agent of any transportation company to accept a request the facts must be reported immediately to the central office of the department or independent establishment through the official who furnished the request.

23. *Must not be altered.*—Transportation requests must not be altered except as provided for in paragraph 2 on back of request. Requests otherwise altered will not be accepted by the transportation companies. (See instruction on back of request.)

24. *Spoiled or canceled requests.*—All transportation requests spoiled or canceled for any reason, together with the memorandum copies thereof, shall be marked "Canceled" and submitted immediately to the central office of the department or independent establishment through the official furnishing the request.

25. *Appropriation chargeable.*—Transportation requests indicating a specific appropriation must not be used for travel chargeable to a different appropriation.

26. *Stop-overs.*—When stop-overs are to be made on official business and stop-over privileges are included in a through ticket one request only should be issued.

27. *Indirect-route travel.*—The use of transportation requests to secure tickets for indirect-route trips must be specifically authorized by the proper administrative official. (See pars. 9, 10, 13 (d), 49.)

28. *Parlor and sleeping cars.*—Separate request should be issued for parlor, chair, or sleeping car accommodations. (See par. 13.)

29. *Staterooms.*—When requests are issued for staterooms on river or coastwise steamships, where the staterooms are a separate charge, the specific value of the room authorized must be inserted on the requests. If it is impracticable to determine when issuing the request what sleeping accommodations are available and it is desired to limit the traveler to the cheapest first-class accommodations available, the

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words "CHEAPEST AVAILABLE 1ST CL." must be inserted on the request. When staterooms of a specific value are called for and no rooms of this value are available a room of the next higher value may be secured. The request in this instance should read, for example, "One \$2 room or next higher available 1st Cl."

30. *Party tickets.*—When a transportation request is issued for a party (more than 1) it should be drawn in favor of the person in charge of the party and the number of additional persons traveling, as "John Doe and 16 others." If more than one person is shown by name on the face of the request, all who are named are required to sign the receipt. Should tickets for a less number than that indicated on the request be secured, proper notation should be made on the back of the request. Should transportation be furnished for a less number than called for on a party ticket, the conductors, pursers, or other ticket collectors of the carriers should be requested to make proper notation thereof on tickets or coupons, showing the number of persons actually transported; and the person in charge of the party should notify immediately the department or independent establishment through the official who furnished the request. A list giving names of all persons, except emergency laborers, traveling on request, if more than one, should be shown on or attached to the carbon copy of the request together with statement of the ages of those traveling half fare or free. When used for emergency laborers the number only of such emergency laborers need be shown. If separate tickets are secured, see paragraph 32.

31. *Uncompleted journeys.*—Travelers leaving trains or other conveyances short of destination of ticket after having surrendered ticket or coupon of ticket, must secure a statement of the facts from the train conductor or person in charge of conveyance. When traveler surrenders sleeping or parlor car accommodation short of destination statement must also be

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obtained from the conductor or person in charge of conveyance. A statement of facts must be furnished for each interrupted air trip in the course of which the ship is grounded or any part of the air trip canceled short of destination, such statement to include a description of the accommodations furnished upon the resumption of travel. These statements in each case must be forwarded immediately to the central office of the department or independent establishment through the official who furnished the request, giving serial numbers of requests involved.

32. *Unused tickets.*—Unused tickets or portions thereof, when secured on transportation requests, must be forwarded immediately to the central office of the department or independent establishment through the official who furnished the request, together with explanatory statement as to why ticket or such portions thereof were not used. (See par. 40.)

33. *Refunds.*—Under no circumstances shall an employee attempt to secure a refund from a transportation company for an unused ticket or portion thereof obtained on a Government transportation request.

34. *Scrip or mileage books.*—When continuous travel between places but a short distance apart is involved and a substantial saving or convenience to the Government will result, scrip or mileage books may be used when authorized. Scrip or mileage books must not be purchased in excess of current needs. (See pars. 20 and 83 (c).)

35. *Copy of transportation requests issued.*—As the memorandum copy of transportation request serves as a very important administrative record, care must be exercised that such copy is legible and complete in all respects when forwarded. Where Government requests for transportation are used for travel which involves no other expenses to be paid by the Government, a statement to that effect over the signature of the traveler should be submitted with the copies of the requests issued.

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36. *Lost or stolen transportation requests.*—Care should be exercised to safeguard Government transportation requests, as the value of lost or stolen transportation requests subsequently honored may be charged to the employee. Lost or stolen transportation requests should be reported promptly to the central office of the department or independent establishment through the official furnishing the request, and a copy of such report sent promptly to the General Accounting Office. If the transportation requests which have been reported lost or stolen are subsequently recovered, said requests should be immediately cancelled by the officer or employee recovering same and promptly forwarded to the officer who issued them.

37. *Extra-fare trains.*—When transportation requests are used for travel on an extra-fare train and such use is not authorized or approved, the excess cost of such travel over the regular fare will be collected by the proper Government official from the traveler. (See par. 15.)

IV. BAGGAGE

38. *Definition.*—Baggage consisting of public property, or private property to be used exclusively for official business, and wearing apparel needed by the traveler for the journey may be transported in the necessary containers. The number and kind of pieces transported must be stated in the expense account. (For property not checkable on ticket see provisions for express and freight, pars. 70 to 74, inclusive.)

39. *Excess baggage.*—Baggage in excess of the weight or of size greater than carried free by transportation companies will be classed as excess baggage. Unless previously authorized, explanation must be made when submitting claim for reimbursement for excess baggage charges, showing the official necessity therefor. The authorization or a copy thereof must accompany the expense account. All charges for ex-

cess baggage must be supported by receipts showing the weight of the baggage and points between which moved. (See par. 80 (a).)

40. *Stoppage in transit.*—Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the train. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket, full explanation of the facts should be made to the administrative office at the time of transmitting unused ticket for redemption. Failure to observe this rule will result in any excess cost to the Government being charged to the employee.

NOTE.—For the information and guidance of travelers it may be stated that regulations of carriers governing the claiming of baggage short of destination contain provisions substantially as follows: "When baggage for which checks have been issued is delivered to owner at starting point or short of destination shown on checks, owner being unable to complete the journey, agent must mark circle around the punch cancellation, indorsing on back of ticket 'baggage delivered' and sign his name and name of station."

41. *Transfer of baggage.*—Necessary charges for the transfer of baggage will be allowed at not to exceed customary local rates. Necessity for the transfer of hand baggage must be explained.

42. *Storage of baggage.*—Charges for the storage of baggage will be allowed only when it is shown that such storage was solely on account of official business or that a saving of transfer charges was effected thereby.

43. *Checking baggage.*—Charges for the checking of baggage will be allowed at not to exceed customary local rates.

V. SUBSISTENCE

44. *Definition.*—The per diem in lieu of subsistence expenses will be held to include all charges for meals; lodgings; personal use of room during daytime; baths; all fees and tips to waiters, porters, baggagemen, bell

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boys, hotel maids, dining-room stewards and others on vessels, and hotel servants in foreign countries, in connection with subsistence and transportation; telegrams and telephone calls reserving hotel accommodations; laundry; cleaning and pressing of clothing; fans and fires in rooms; transportation between places of lodgings or where meals are taken and places of duty. (See pars. 4, 8 (b).)

(a) The term "lodgings" does not include berths, sections, compartments or drawing rooms on sleeping cars or staterooms or berths on steamers, and the expenses thereof are not subsistence expenses. (See pars. 47 and 47 (a).)

45. *Subsistence allowance.*—Unless otherwise expressly provided in an employee's commission or appointment, or by law, the official authorized to issue travel orders may authorize in the order a per diem allowance not to exceed \$6 in lieu of subsistence expenses, while traveling on official business within the limits of the continental United States, except where such travel is performed by means of a privately owned trailer, no per diem allowance shall be paid unless the travel by such means be authorized in advance, in which event per diem allowance may be paid at a rate not to exceed \$2.50. While traveling on official business beyond the limits of the continental United States a per diem not to exceed an average of \$7 may be allowed. *The rates of the per diem in lieu of actual expenses for subsistence authorized by law represent the maximum allowable, not the minimum. It is the responsibility of the heads of the departments and establishments to see that travel orders authorize only such per diem rates as are justified by the nature of the travel. To this end care should be exercised to prevent the fixing of a per diem rate in excess of that required to meet the necessary authorized expenses.*

(a) If leave of absence of any kind begins or terminates within the traveler's prescribed hours of duty, subsistence allowance will terminate or begin at the

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same time. If the leave of absence does not begin or terminate within the traveler's prescribed hours of duty the traveler will be regarded as being in a subsistence status until midnight of the last day on which actual service is rendered preceding the leave of absence and from 12.01 o'clock a. m., of the day on which actual service is resumed. Presence at duty station on Sundays or holidays during daily prescribed hours of duty will be regarded as equivalent to actual service, if the traveler otherwise be in a duty status. Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for subsistence purposes; where it exceeds half of the prescribed working hours, no subsistence will be allowed. (See pars. 4, 20, 48, 49, 58, 69 (a), 87.)

46. *No allowance at official station.*—Under no circumstances will per diem in lieu of subsistence be allowed an employee at his official station.

47. *On vessels.*—On vessels where the price of passage includes meals, per diem in lieu of subsistence on shipboard will be allowed if specifically authorized. (Gratuities to Government employees, will not be allowed.)

(a) *Furnished by a Government agency without charge.*—Not less than one-fifth of the authorized per diem rate will be deducted for each meal and/or lodging furnished without charge by a Government agency.

48. *Time of departure and arrival.*—In all cases the date and hour of departure from and arrival at official station and other points where such arrival or departure affects the allowance of per diem in lieu of subsistence, must be shown in the expense account, and the date of arrival at the last-mentioned place of uncompleted duty should be shown on subsequent voucher or vouchers, so long as the traveler remains on duty at such place.

(a) *If duty at a particular place within the traveler's itinerary is prolonged beyond a period of thirty (30) days, his travel voucher should also state the approxi-*

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mate period to be covered by his duty assignment at such place, or the approximate date of return to official headquarters, or both, as well as any other pertinent facts which will tend to show that his duty at such place is of a temporary nature.

(b) The time of arrival at and departure from a place will be considered as the hour at which the train, boat, or other conveyance used by the traveler actually leaves or arrives at its regular terminal.

49. *Indirect-route or interrupted travel.*—Where for traveler's personal convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical usually traveled route. (See pars. 9, 10, 27, 45 (a), 87.)

VI. PER DIEM IN LIEU OF SUBSISTENCE EXPENSES

50. *Definition.*—The per diem in lieu of subsistence expenses will be in lieu of all items specified in the foregoing definition of subsistence. (See pars. 44 to 49.)

51. *Day defined.*—In computing the per diem in lieu of subsistence for continuous travel of more than 24 hours the calendar day (midnight to midnight) will be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel, constituting a travel period, one-fourth of the rate for a calendar day will be allowed for each period of six hours or fraction thereof. For continuous travel of less than 24 hours, constituting a travel period, such period will be regarded as commencing with the beginning of the travel and ending with the completion thereof, and for each six-hour portion of the period or fraction thereof one-fourth of the rate for a calendar day will be allowed: *Provided*, That no per diem will

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be allowed when the departure is after 8 a. m., and the return on the same day is prior to 6 p. m., or for any absence not exceeding three hours.

VII. TELEGRAPH, CABLE, AND RADIO SERVICE

52. *Authorized for official business.*—Telegraph, cable, and radio service may be used on official business when such expeditious means of communication is essential. The cheapest practicable class of such service should be employed. The facilities of the Signal Corps, United States of America, and of the Naval Communication Service for the dispatch of telegrams and radiograms should be used whenever practicable to do so. Messages which should not be paid for by the Government should be treated as personal messages at commercial rates. (See pars. 57, 58.)

53. *Discretion in use.*—The time required to transmit and deliver telegrams, cablegrams, and radiograms, the difference in time between points, and the probable closing time of offices should be considered in determining the method of communication.

54. *Form of messages.*—Care should be exercised in preparing messages to omit words, figures, and punctuation unnecessary to the meaning of the message. Initials and titles in the text and signature should be used only when needed for identification. Numbers and dates in the text of telegrams, cablegrams, and radiograms should be expressed in figures, except where impracticable in code messages. Every message should show the place and date of transmission.

55. *Notations required.*—Messages on official business should be indorsed where practicable, with the words "Official Business—Government Rate—Collect" when sent collect and "Official Business—Government Rate—Paid" or "Official Business—Commercial Rate—Paid" as the case may be, when paid for by the traveler, and should have indicated thereon the class of service (day message, day letter, night mes-

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sage, or night letter). (See further as to confidential messages, par. 56.)

56. *Copies of messages.*—A copy of each official telegram, cablegram, and radiogram paid for by the traveler must accompany his expense account, except only in such rare instances as the subject matter is of such a confidential nature that to divulge its contents would be prejudicial to the public interest. In such cases the points between which sent and number of words must be stated, and a receipt from the person to whom payment was made must be furnished. (See par. 80 (g).)

57. *Reservation of accommodations.*—Charges for telegrams reserving airplane, sleeping-car, or steamer accommodations are transportation expenses and may be allowed when supported by a satisfactory explanation showing the necessity therefor.

58. *Personal messages.*—Telegrams, cablegrams, and radiograms applying for leave of absence or extension thereof or of inquiry as to, or as to payment of salary or expense vouchers, and answers thereto, or those containing any matter of a purely personal nature, must not be sent at Government expense. The mere fact that the senders in the communications to which there were responses were addressed by their official titles does not transform telegrams on strictly private business into official telegrams.

59. *Payment of charges.*—Official telegrams, cablegrams, and radiograms sent to Government offices having authorized charge accounts should be sent "Official Business—Government Rate—Collect" unless otherwise directed by competent authority. All others should be prepaid.

60. *Prepayment demanded.*—When "Collect" service or "Government Rates" are refused, payment of the amount demanded should be made and the circumstances with a receipted copy of the message should be reported immediately to the administrative official.

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61. *Messages to be coded.*—When practicable, cablegrams and radiograms should be coded in conformity with a departmental or standard code.

62. *Rates prescribed by law.*—Rates for telegrams sent on official business are fixed by the Federal Communications Commission.

63. *Words chargeable.*—All messages shall be subject in all respects to the prevailing commercial count of chargeable words, and the address and signature of domestic messages shall be transmitted free, in accordance with the commercial practice.

64. *Day messages.*—For day messages, the charge shall be not to exceed sixty (60) per centum of the charge for a full rate commercial telegram of the same length between the same points in the United States. The minimum charge for any day message shall be twenty-five (25) cents.

65. *Special rates.*—Travelers sending telegrams on official business should make inquiry, in each instance, as to whether there is a special low rate available for the class of message being sent, especially messages involving reservations of accommodations, and messages concerning trips, which may be classified as "tourate" messages. For day letters, night messages, and night letters, the charge shall be not to exceed sixty (60) per centum of the charge for commercial day letters, night messages, and night letters, as the case may be, of the same length, between the same points in the United States. The minimum charge for any day letter shall be forty-five (45) cents; for night messages, twenty (20) cents; for night letters, thirty (30) cents; for serial messages, fifty-four (54) cents; and for timed wire service, forty-five (45) cents, unless any of these amounts shall be greater than the minimum for a corresponding commercial message. A day letter shall be charged for as a day letter or a day message, according to which of these classifications shall produce the lower charge for the particular message; and an overnight message shall

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be charged for as a night message or a night letter, according to which of these classifications shall produce the lower charge for the particular message.

86. *Fractional charges.*—In cases where the charge for a Government message, determined as herein provided, shall include a fraction of a cent, such fraction, if less than one-half, is to be disregarded; if one-half or more, it is to be counted as one cent.

87. *Priority of official messages.*—All Government communications shall have priority over all other business, except radio communications or signals, which are given absolute priority under the Communications Act of 1934, as amended, and shall be subject to the prevailing classifications, practices, and regulations applicable to the corresponding commercial communications. All officers of the United States sending such telegrams should endorse thereon the words "official business" and should report to the Federal Communications Commission any failure to transmit them in such priority and any charge made in excess of the rate above prescribed.

VIII. TELEPHONE SERVICE

88. *Local calls.*—Charges for local telephone calls on official business will be allowed. The expense account shall show the number of such calls, rate per call, total amount expended each day, and that the calls were on official business.

89. *Long-distance calls.*—Charges for long-distance telephone calls on official business will be allowed, provided a statement is furnished showing the name of the party with whom communication was held, the points between which service was rendered, the date, time occupied, the amount paid on each call, and that the calls were on official business. When the public interest so requires the name of the party and the points between which the service was rendered need not be stated in the expense account, but may be stated in confidence to the administrative official.

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(a) *Personal telephone calls.*—Telephone calls applying for leave of absence or extension thereof or inquiry as to, or as to payment of salary or expense vouchers, and answers thereto, or those as to any matter of a purely personal nature, must not be made at Government expense, and charges therefor will not be allowed.

IX. EXPRESS AND FREIGHT

70. *Government bills of lading.*—Shipments by express or freight of Government property not classed as baggage and not admissible to the mails should be made on Government bills of lading. (See par. 38.)

71. *Payment of charges.*—Charges on shipments made on Government bills of lading must not be paid by the traveler. (See par. 73.)

72. *Freight service to be used.*—Shipments must not be made by express when ordinary freight service will answer the official needs, due consideration being given to the probable cost of collecting or delivering the shipment and the time required for transmission.

73. *Prepayment demanded.*—When acceptance of shipments on Government bills of lading is refused, payment of the amount demanded should be made, and the circumstances, with a receipt, should be reported immediately to the administrative official of the department or independent establishment.

74. *Receipts for cash payments.*—When Government bills of lading are refused or not used and cash payment is demanded, the carrier's receipt showing the original point of shipment, destination, number of packages, contents and separate weight of each package, rate and amount of charges paid, will be accepted in support of charge, subject to land-grant deductions.

X. MISCELLANEOUS EXPENSES

75. *Definition.*—Charges for necessary stenographic or typewriting services or rental of typewriting machines in connection with the preparation of reports

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or correspondence; clerical assistance; services of guides, interpreters, packers, drivers of vehicles; storage of property used on official business; and when required for travel beyond the limits of the United States, fees in connection with the issuance of passports, visa fees, cost of photographs for passports and visas, cost of birth certificates, and charges for inoculation will be allowed when authorized or approved by the administrative official.

NOTE.—Neither payment nor reimbursement will be allowed under any agreement made by the traveler with an officer or employee of the Government for personal services.

76. *Hire of room for official use.*—When necessary to engage a room at a hotel or other place in order to transact official business, a separate charge therefor will be allowed when authorized or approved by the administrative official. (See par. 80 (i).)

77. *Method of payment.*—Charges for such services should not be paid by the traveler, but the account should be approved by the traveler, certified by the payee, and forwarded to the administrative official for approval and payment to be made direct to the person who rendered the service. The account must show the dates of service, quantity, unit, and unit price, and such other particulars as may be needed for a clear understanding of the charge. If Government voucher form is not used, care should be taken that each account is submitted in duplicate, the original of which shall bear the approval of the traveler and the following certificate by the payee: "I certify that the foregoing account is correct and just and that payment therefor has not been received." (See par. 78.)

78. *Cash payment.*—Where cash payment is demanded for such services, reimbursement for the charges actually paid may be allowed. Reimbursement expense account must be supported by receipts showing the quantity, unit, and unit price, and statement that cash payment was demanded.

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79. *Other expenses.*—Miscellaneous expenditures, not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, will be allowed only when the necessity and nature of the expense are clearly, fully, and satisfactorily explained, and the expense account is approved by the administrative official.

XI. RECEIPTS

80. *Receipts required.*—Receipts, when practicable to obtain them, will be required for:

- (a) Baggage, excess. (See par. 39.)
- (b) Clerical assistance, where the amount involved is in excess of \$1. (See par. 75.)
- (c) Extra-fare trains. (See par. 15.)
- (d) Foreign-exchange fees. (See pars. 8 (c), 90, 91.)

(e) Hire of special conveyance such as livery, boat, automobile (not taxicabs locally), aircraft, etc., where the amount involved is in excess of \$1. (See par. 11.)

(f) *How stated.*—Receipts for livery and other special transportation must describe the service hired as "one horse and buggy," "two horses and wagon," "with driver," "automobile," etc., state the service rendered, and the rate of compensation by the day, hour, or other unit, as may have been agreed. If the subsistence of driver or team is included in the cost, that fact must be stated.

Receipts should be obtained on Standard Form 1012d (reverse), or receipted bills on regular bill heads, or other forms of commercial receipts, will be accepted, provided they are properly made out to show the entire period and service rendered, or articles purchased, and the unit price. Receipts in foreign languages should bear the English translation.

(g) Miscellaneous emergency expenditures, where the amount involved is in excess of \$1. (See par. 79.)

(h) Operating expenses of a privately owned convey-

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ance, such as gasoline, oil, garage and hangar rent, feeding and stabling of horses, where the amount involved is in excess of \$1. (See par. 12.)

(i) Rental of rooms for official business. (See par. 76.)

(j) Rental of typewriting machines. (See pars. 75, 77, 78.)

(k) Services, personal, such as guides, interpreters, packers, and drivers of vehicles, where the amount involved is in excess of \$1. (See pars. 75, 77, 78.)

(l) Services, stenographic and typewriting, where the amount involved is in excess of \$1. (See pars. 75, 77, 78.)

(m) Shipments, freight or express. (See pars. 70 to 74, inclusive.)

(n) Sleeping-car, parlor-car, and stateroom fares, WHEN PAID FOR IN CASH, within the continental limits of the United States, or on coastwise transportation lines. In cases where coupons or checks are not given by the transportation company, and it is so stated in the expense account, same will not be required. Seat or berth checks will be sufficient, but an affidavit or other evidence that such receipts have been lost can not be accepted as authorizing reimbursement of such expenses.

(o) Steamer chairs and steamer rugs. (See par. 8.)

(p) Storage of baggage or property, where the amount involved is in excess of \$1. (See pars. 42, 75, 77, 78.)

(q) Telegrams, cablegrams, and radiograms; copy of message required in lieu of receipt. (See pars. 52 to 67, inclusive.) Receipt required when message is of a confidential nature, etc. (See par. 56.)

(r) Telephone messages, long distance, where the amount involved is in excess of \$1, except that where a slot machine is used at an automatic station and it is so stated in expense account, a receipt will not be required. (See par. 69.)

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(s) Copies of records, etc., furnished by State officials (clerks of courts, etc.). Citation of State statute under which charges are made must be noted on face of voucher. If State statute provides fee at folio rate and for certificate, seal, etc., the account must be so itemized. (See par. 77.)

(t) *If it is impracticable to furnish receipts in any case as above required, the failure to do so must be fully explained in the expense account. Mere inconvenience in the matter of taking receipts will not be considered. In no case shall a receipt be taken in duplicate, except as provided in paragraph 12.*

(u) When the duties of the traveler are of a confidential nature and the public interest so requires, the requirements for receipts may be waived by the executive head of the department or independent establishment.

(v) Passports, visas, photographs for either, affidavits, certificates of birth, health, or identity, and charges for inoculation, where for any such item the amount is in excess of \$1. (See par. 75.)

81. *Receipts not required.*—Receipts will not be required for:

(a) Baggage, transfer, or checking.

(b) Fares, streetcar, bus, transfer coach, taxicab locally, ferry, etc.

(c) Railroad and other transportation fares, or tickets secured with Government transportation requests, except as provided in paragraph 80 (c), (e), (n).

(d) Telephone service, local.

(e) Telephone service, long distance, when the cost is not in excess of \$1 or an automatic slot machine is used. (See par. 69.)

(f) Receipts will not be required when the disclosure of the identity of the traveler would be detrimental to the public interest, provided their omission is approved by the proper administrative official.

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82. *Memorandum of expenditures.*—All persons authorized to travel on business for the Government (see certificate on expense accounts form) should keep a memorandum of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred, together with the date, and the information thus accumulated will be available for the proper preparation of expense accounts.

83. *Expense accounts.*—

(a) All claims for the reimbursement of traveling expenses shall be submitted on the regular authorized form of travel expense voucher and must be itemized and stated in accordance with these regulations.

(b) Every expense account must be supported where practicable by a copy of the travel authorization, or, if travel authorization has been filed or attached to previous expense account, proper reference thereto should be made. (See pars. 5-7.)

(c) Every account must show in the space provided for such information on the voucher form the serial numbers of the transportation requests issued, giving dates of travel, the points of departure and destination, name of transportation company, and the value of the transportation secured. Where scrip or mileage is used, the value of scrip or number of mileage coupons detached for each trip also must be shown.

(d) Expense accounts must be supported by receipts as required by section XI of these regulations.

(e) *Special conveyances and use of a privately owned conveyance.*—The expense account must show the dates and points of travel, number of miles traveled, and kind of conveyance used. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance should be shown. When travel is authorized by a privately owned conveyance on an actual expense basis, a statement shall also

be furnished showing the make of the automobile used, as well as the quantity of gasoline and oil consumed, and places between which the travel was performed, and the distance, unit price per gallon or quart paid, and whether all gasoline, oil, garage rent, feed and stabling of horse, and bridge, ferry, or other toll, for which claim is made, was used or occasioned by official travel. When travel is authorized by a privately owned motorcycle or automobile on a mileage basis, places between which the travel was performed and meter readings representing the distances traveled must be shown in the expense account, which will be accepted as prima facie evidence of the correctness of such distances, subject to verification by means of official table of distances, or in absence of the required information therein by means of other acceptable evidence. (See pars. 11, 12, 12 (a), 80 (e) (h).)

The standard form of voucher for reimbursement of travel and other expenses (No. 1012) and other specially approved forms of travel-expense voucher will be used for vouchering the mileage payments.

84. *Rendition of accounts.*—Unless otherwise required by law, accounts must be rendered currently for each trip of less than two months duration or for the period ending with the month following the beginning of the travel, or for the period beginning with the month preceding the completion of the travel, but not more frequently than monthly, by calendar month, in duplicate, the original voucher only being signed, and should be prepared by typewriter with carbon duplicate whenever practicable. When accounts are prepared with ink, only ink of a permanent nature should be used. For travel involving mileage only, amounts claimed for use of personally owned motorcycle or automobile may be vouchered and reimbursed more frequently than monthly where the amounts due aggregate in excess of \$25.

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~~85. Itemization of accounts.~~
 (a) Items in accounts must appear in chronological order and all charges for the period covered must be included.

(b) Itemization of subsistence expenses must not be made in expense accounts as a per diem is allowed in lieu of subsistence expenses. The exact period for which per diem is claimed, however, must be stated.

(c) Items suspended from previous accounts and reclaimed (see par. 88) must be stated after all other items have been listed.

(d) Receipts must be numbered consecutively, commencing with number one for each account.

(e) Where claim is made for transportation obtained with cash, the expense account must show the name or initials of the transportation company.

86. *Erasures and alterations.*—Erasures and alterations in expense accounts made by the traveler must be initialed by him, and erasures and alterations in receipts must be initialed by the person who signed the receipt.

87. *Indirect-route travel.*—The expense account should set forth the details of the expenses actually incurred, the hour of departure from post of duty, and the hour of arrival at place of duty. (See pars. 4, 49.)

88. *Suspension of charges.*—Items in accounts not stated in accordance with these regulations, or not properly supported by receipts when required, will be suspended and the notification of such action will indicate the reasons therefor. Such items as may be subsequently allowable should be included in a subsequent regular or supplemental expense account submitted by the traveler. Full itemization will be required for all suspended items which are reclaimed and charges must be supported by the original suspension notice or a copy thereof.

89. *Payments to other employees.*—Reimbursement will not be allowed for payments made to other Gov-

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ernment employees for transportation expenses, except in cases of necessity, which shall be satisfactorily explained.

90. *Foreign currency.*—Persons traveling in foreign countries should report their expenditures by items, in the money of the country in which made. Each item of expenditure in foreign currency must be converted into United States money at the rate at which the foreign money was obtained. Every time money is converted the traveler should obtain a receipt to be attached to the account, which must show the rate of conversion and the commission charged. (See par. 8 (c).)

91. *Exchange fees.*—Charges for cashing United States Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries will be allowed in subsequent accounts. (See par. 8 (d).)

92. *Verification of accounts.*—All expense accounts containing reimbursement items must be verified by an oath sworn to by the person rendering the account, when provided on the reimbursement voucher form, unless the traveler be at a place so remote as to make impracticable execution of the oath, in which event the circumstances must be satisfactorily explained.

93. *Who may administer oaths without expense to the traveler.*—Attention is invited to section 8 of the sundry civil appropriation act approved August 24, 1912, as follows:

"After, June 30, 1912, postmasters, assistant postmasters, collectors of customs, collectors of internal revenue, chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose, the superintendent, the acting superintendent, custodian, and principal clerks of the various national parks and other Government reservations, superintendent, acting superintendents, and principal clerks of the different Indian superintendencies of Indian agencies, and chiefs of field parties, are re-

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...empowered, and authorized, when requested to administer oaths, required by law or otherwise, to account for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services, when so rendered, or when rendered on demand after said date by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and on and after July 1, 1912, no fee or money paid for the services herein described shall be paid or reimbursed by the United States."

NOTES.—Hospitals of Veterans' Bureau are not Government reservations within the meaning of above act of August 24, 1912, and the custodians thereof are not thereby authorized to administer oaths to accounts for travel.

In case of employees of the Army, the necessary oaths may be administered by any of the officers mentioned in the one hundred and fourteenth Article of War, if the travel relates to military as distinguished from nonmilitary activities. In the case of field employees of the Navy, the necessary oaths may be administered by any of the officers mentioned in the sixty-ninth article for the Government of the Navy, if the travel relates to matters of naval justice or naval administration. (12 C. G. 489.)

94. *Penalty.*—A penalty is prescribed of a fine of not more than \$5,000, or imprisonment for not more than 10 years, or both, for a false or fictitious entry or record in a travel account. (See U. S. Code, p. 473, sec. 189; p. 465, sec. 80.)

95. *Travel by American ships.*—Section 601 of the merchant marine act of May 22, 1928 (45 Stat. 697), provides:

"Any officer or employee of the United States traveling on official business overseas to foreign countries, or to any of the possessions of the United States, shall travel and transport his personal effects on ships registered under the laws of the United States when such ships are available, unless the necessity of his mission requires the use of a ship under a foreign flag: *Provided*, That the Comptroller General of the United States

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shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor."

NOTE.—The Comptroller General of the United States by decision dated October 17, 1928 (8 Comp. Gen. 196), has held that the provisions of the foregoing section of law apply to travel returning to as well as from the United States.

REFERENCES TO EXECUTIVE ORDERS AND DEPARTMENTAL CIRCULARS AND REGULATIONS INVOLVING ACCOUNTING, REPORTING, AND RELATED PROCEDURES REQUIRED IN CONNECTION WITH EXPENSES INCURRED BY TRAVELERS ON OFFICIAL BUSINESS OF THE FEDERAL GOVERNMENT; PAYMENT BY THE FEDERAL GOVERNMENT OF CERTAIN EXPENSES IN CONNECTION WITH THE SHIPMENT OF HOUSEHOLD GOODS; THE PREPARATION AND SHIPMENT OF REMAINS OF FORMER EMPLOYEES DYING WHILE IN A TRAVEL STATUS; CHARGES FOR TELEGRAMS SENT ON OFFICIAL BUSINESS, AND RELATED MATTERS WHICH, TOGETHER WITH OTHER INFORMATIONAL MATERIAL, ARE TO BE PRINTED IN FULL IN A SEPARATE PUBLICATION FOR THE USE OF ADMINISTRATIVE OFFICERS AND EMPLOYEES

(1) Treasury Department (Accounts and Deposits) Circular No. 369, issued February 1, 1929, and supplements thereto relates to advances of public funds under the provisions of the Subsistence Expense Act of 1926.

(2) Regulation No. 88, issued by the General Accounting Office on July 19, 1937, and supplements thereto relates to advances of public funds; per diem

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or reimbursement of expenses incident to official travel; travel by motor vehicle, and mileage vouchers.

(3) Regulation No. 46, issued by the General Accounting Office on October 16, 1925, and supplements thereto relate to standard transportation requests and identification cards.

(4) Regulations of the General Accounting Office dated July 16, 1932, and April 7, 1933, relate to transportation requests for round-trip and one-way tickets.

(5) Executive Order No. 8557, approved September 30, 1940, effective as of September 6, 1940, relates to rules and regulations with respect to expenses incurred in connection with the death while in a travel status of certain civilian officers and employees as authorized by the Act of July 18, 1940 (Public, No. 729, 76th Cong.).

(6) Executive Order No. 8588, approved by the President on November 7, 1940, effective as of October 10, 1940, relates to the transportation of household goods as authorized by the Act of October 10, 1940 (Public, No. 839, 76th Cong.).

(7) Rates for telegrams sent on official business are fixed by the Federal Communications Commission in its Order No. 70, dated May 31, 1940, which order relates to the period July 1, 1940, to June 30, 1941.

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